

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY MEETING HELD ON WEDNESDAY FEBRUARY 21, 2018 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurulé-Girón

COMMISSIONERS: Ember Davis
David Romero
Vince Howell
Barbara Casey
David Ulibarri Jr.

ALSO PRESENT:
Barbara Padilla, Interim Housing Director
David Silva, Acting City Attorney

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Madam Chair Gurulé-Girón asked Commissioner Vince Howell to offer the moment of silence. Commissioner Howell stated, please let our community do the right thing in selecting who they feel are the best candidates for the Council seats. He wished all candidates luck in the elections coming up.

APPROVAL OF AGENDA

Madam Chair Tonita Gurulé-Girón asked for the agenda to be amended accordingly. Interim Director Barbara Padilla stated she would like to make a change to the agenda to include a brief description of items to be discussed on the Housing Director's monthly report.

Commissioner Barbara Casey made a motion to amend the agenda. Commissioner David Romero and David Ulibarri Jr. seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner Ember Davis	Yes
Commissioner David Romero	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner Vince Howell	Yes
Commissioner Barbara Casey	Yes

Barbara Padilla re-read the motion and advised the motion carried.

Madam Chair Tonita Gurulé-Girón asked Interim Director Padilla to justify for the record as to why we are amending the agenda. Interim Director Padilla stated she requested to amend the agenda to include a description of what will be discussed as far as the HUD Compliance Monitoring Review. Madam Chair Tonita Gurulé-Girón asked it be read into the record.

Interim Director Padilla stated she is amending the agenda under the Director's Report, to discuss Finding #1, Governance. Corrective action, Lead the Way Training. Finding #4, Admissions and Continued Occupancy, update needed. Finding #10, Insurance Policies, not provided. Finding #12, Replace One-Strike Policy. Finding #14, Physical Needs Assessment, outdated. Finding #15, Capital Fund deadline needed. Finding #16, no check meters. Finding #17, Flat Rent, outdated. Finding #18, Extremely Low-Income requirement violation.

Madam Chair Tonita Gurulé-Girón stated, now this has all been corrected, right. Interim Director Padilla stated, yes ma'am. She then stated, this is not corrective action. Interim Director Padilla stated this is to discuss it.

APPROVAL OF MINUTES

Commissioner Barbara Casey made a motion to approve the minutes of January 17, 2018. Commissioner David Romero seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner Ember Davis	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner Barbara Casey	Yes
Commissioner David Romero	Yes
Commissioner Vince Howell	Yes

Barbara Padilla re-read the motion and advised the motion carried.

PUBLIC INPUT

None at this time.

PRESENTATION - FINANCE REPORT

Finance Specialist, Natasha Martinez-Padilla discussed the finance report ending January 31, 2018. She stated for revenue, the HA has submitted HUD form 51999 to the HUD field office and is awaiting signatures and approval to draw down money from LOCCS. Once signatures are received the revenue side will be reflected on that. Mrs. Martinez-Padilla stated on the expenditure side, the HA is trying to maintain the expenditures. For operating expenses the HA is doing what needs to be done, but nothing extra ordinary.

Commissioner Casey asked how much money the HA gets a year for CFP Funds. Mrs. Martinez-Padilla stated the HA gets approximately \$312,000, and 20% of that gets allocated to operations.

HOUSING DIRECTORS MONTHLY REPORT

Interim Director Padilla stated she is going to be reporting on the Compliance Monitoring Notification. The HA is cooperating and working with the HUD field office on what needs to be done in order to be in compliance. Interim Director Padilla began reading the Findings. Madam Chair Gurulé-Girón stated that the findings were already read into record, so continue.

Finding #1. Interim Director Padilla stated she has contacted all members of the Commission by either phone call and/or email and has offered assistance on helping them to obtain user names and passwords for the Lead the Way Training. She stated that the offer is still open to anyone who needs assistance. Interim Director Padilla said she knows several of the commissioners have already signed up for the training and have either begun or completed it.

Finding #4. The Las Vegas HA is preparing a draft Admissions and Continued Occupancy Policy (ACOP). Interim Director Padilla stated that so far, 4 Chapters out of 17 have been updated and the HA is working closely with our HUD Analyst on each chapter.

Finding #10. Interim Director Padilla reported that the City of Las Vegas Finance Director has provided copies of the insurance policies to the HUD field office, correcting this finding.

Finding #12. Interim Director Padilla stated that this evening the HA is presenting to the Board of Commission, Resolution No. 18-11 to adopt the Crime Free Policy, as well as updating the application for admissions and recertification to include questions about the presence of sex offenders in the household. She stated that the ACOP is also being updated to reflect these changes, and that is in Resolution No. 18-12.

Finding #14. The Physical Needs Assessment (PNA) has been quoted out. Interim Director Padilla stated the HA is hoping to have a Purchase Order by the end of the week. The LVHA Financial Specialist is on the last steps of completing the Energy Audit.

Finding #15. Interim Director Padilla stated that the Replacement Housing Factor Funds (RHFF), 2016 and 2017 are being presented this evening.

Finding #16. Interim Director Padilla stated that for this finding regarding no check meters, the estimate will be included with the Energy Audit.

Finding #17. This evening the HA is presenting to the Board of Commission, Resolution No. 18-08, to adopt the CLVHA's Flat Rent Schedule for Residents Living in Public Housing.

Finding #18. Interim Director Padilla stated that this evening the HA is also presenting to the Board of Commission, Resolution No. 18-10 to adopt the CLVHA's income targeting requirement, policy and procedures.

Interim Director Padilla stated that the HA will be preparing a report on all the findings they have addressed and this will be given to the City of Las Vegas Administration to be included with the Final response for the Compliance Monitoring Review to the Department of Housing and Urban Development.

Commissioner Vince Howell asked if HUD had received this. Interim Director Padilla stated no, the HA is presenting the items to the Commission for approval before submitting the responses. Commissioner Howell asked if the Commissioners have not completed the Lead the Way Training, but are in the process of it, would that be OK with HUD. Interim Director Padilla stated she does not know the answer to that, she does not know what their expectation is. Madam Chair Gurulé-Girón asked Interim Director Padilla to get a response on that.

Commissioner Barbara Casey asked, to follow up on what Commissioner Howell asked, will the remaining findings be corrected by next Thursday's deadline. Interim Director Padilla stated that the findings the HA has addressed, except for finding #10, which the City of Las Vegas provided the required insurance policies, are the responsibility of the HA. She stated that Interim City Manager, Ann Marie Gallegos and Interim Finance Director Tana Vega, are also working with the HA on the remaining findings. She stated that Interim City Manager Gallegos could report on any findings that are being worked on. Madam Chair Gurulé-Girón asked Interim Director Padilla if the HA would meet the deadline, to which she responded, yes, the HA is meeting the deadline.

Madam Chair Gurulé-Girón referred the question to Interim City Manager Gallegos who stated what they have done is updated and given all the information over to the Interim Housing Director and she just needs to compile it with her findings. A binder was started and they have already given all the information to insert with all the other findings that are lacking. She stated the only thing lacking was a letter to HUD which will

give them all of the information they are requesting. Interim City Manager Gallegos stated she knows it has been hard on the HA because they have been busy and having to do a lot of research. They will be meeting again to go over the listing and see what else is needed but she believes they have received all the information from Finance.

Commissioner Casey stated she was wondering why the people who did the audit, or the Director of the HUD office in Albuquerque has not come to the City to meet with the Council to review the findings and let them know what the process is and what the consequences of doing or not doing, or completing or not completing, the findings are. She stated she always thought that with an audit there was an exit conference of some kind and she hasn't heard about one. She said she doesn't know if one took place and it was just with the Executive and Finance. Madam Chair Gurulé-Girón stated, most exit conferences do take place with the Executive Office, and that does include the Director of HUD, the City Manager, the Mayor, or other individuals that are involved. She stated then those individuals bring back the findings to the Council at that point in time, and it is up to the Interim Director or Director to present those findings. Commissioner Casey asked if that has taken place. Interim Director Padilla stated, not yet, they are working on all the findings to present before that is done. She stated she believes the Interim City Manager spoke to the Field Analyst but doesn't know if there is a definite meeting set up. Interim City Manager Gallegos stated she did speak to the Field Division Director about a week ago. They agreed that they would submit the answers to all of the findings, then she would have an opportunity to review them, and she would then come to the City of Las Vegas to attend a meeting to review the audit findings and proceed with any recommendations. That is in the process and should happen once her review is complete. If there has to be a special meeting, if that is the pleasure of the commission, then that will be scheduled so all commissioners can be here. She stated it is not an audit, per say, it is a review, but we want to continue reporting any compliance issues that are still outstanding.

Commissioner Vince Howell stated as he was going through the Lead the Way Training, it was highly recommended that the HUD field office come and speak to the board in regards to the audit. He stated in following up to Commissioner Casey's comment about the review, have we invited HUD. Interim City Manager Gallegos said as she just stated, HUD is going to review the responses to the audit and then we will set up a time for them to come in and review it with the Commissioners. That has not been scheduled because we are trying to finalize the responses, which are due on February 28th. Madam Chair Gurulé-Girón asked the Commission if they understand the process.

CONSENT AGENDA

Commissioner Barbara Casey moved approval of the Consent Agenda as presented. Commissioner David Romero seconded the motion.

Item #1

Resolution No. 18-11 to adopt the City of Las Vegas Housing Authority's Crime Free Policy for Residents Living in Public Housing.

CITY OF LAS VEGAS HOUSING AUTHORITY RESOLUTION NO. 18-11

A RESOLUTION TO ADOPT THE CITY OF LAS VEGAS HOUSING AUTHORITY'S CRIME FREE POLICY FOR RESIDENTS LIVING IN PUBLIC HOUSING

WHEREAS, the Las Vegas Housing Authority (LVHA) is required to adhere to all Federal Regulations and Notices Published regarding Public Housing; and

WHEREAS, 24 CFR 960.204 provides guidance as to policies and procedures Housing Authorities must adhere to and;

WHEREAS, Notice 2015-19 also gives guidance as to how to Housing Authorities should distinguish between application denials and lease termination in regards to criminal backgrounds; and

THEREFORE, Be it Resolved, by the Board of Commissioners of the Housing Authority of the City of Las Vegas, that it approves and adopts this resolution and Crime Free Policy attached:

Passed, Approved and Adopted this _____ day of February 2018.

MAYOR TONITA GURULÉ-GIRÓN

ATTEST:

CASANDRA FRESQUEZ, CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY ONLY

CITY ATTORNEY

Item #2

Resolution No. 18-02 to adopt the City of Las Vegas Housing Authority's Non-Smoking Policy for Residents Living in Public Housing.

**CITY OF LAS VEGAS HOUSING AUTHORITY
RESOLUTION NO. 18-02**

**A RESOLUTION TO ADOPT THE CITY OF LAS VEGAS HOUSING AUTHORITY'S
NON-SMOKING POLICY FOR RESIDENTS LIVING IN PUBLIC HOUSING**

WHEREAS, the Las Vegas Housing Authority (LVHA) is required to adhere to the updates and notices published by The US Department of Housing and Urban Development (HUD); and

WHEREAS, Notice 2017-03 issued February 15, 2017 provides guidance to Public Housing Agencies on Instituting and Enforcing Smoke-Free Public Housing Policies; and

WHEREAS, Implementation of the policy will commence on May 31, 2018; and

THEREFORE, BE IT RESOLVED, by the City of Las Vegas Housing Authority's (LVHA's) Board of Commissioners that it approves and adopts the LVHA's Non-Smoking Policy for Residents Living in Public Housing, attached hereto and incorporated by reference hereby:

Passed, Approved and Adopted this _____ day of February 2018.

MAYOR TONITA GURULÉ-GIRÓN

ATTEST:

CASANDRA FRESQUEZ, CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY ONLY

CITY ATTORNEY

Item #3

Resolution No. 18-03 Amending the Las Vegas Housing Authority's Residential Lease Agreement.

**CITY OF LAS VEGAS HOUSING AUTHORITY
RESOLUTION NO. 18-03**

**A RESOLUTION TO ADD THE NON-SMOKING POLICY IN THE CITY OF LAS VEGAS HOUSING
AUTHORITY'S LEASE AGREEMENT**

WHEREAS, the Las Vegas Housing Authority (LVHA) is required to adhere to the updates and notices published by The US Department of Housing and Urban Development (HUD); and

WHEREAS, Notice 2017-03 issued February 15, 2017 provides guidance to Public Housing Agencies on Instituting and Enforcing Smoke-Free Public Housing Policies; and

WHEREAS, Implementation of the policy will commence on May 31, 2018; and

THEREFORE, BE IT RESOLVED, by the City of Las Vegas Housing Authority's (LVHA's) Board of Commissioners that it approves and adopts the LVHA's Non-Smoking Policy as incorporated into its lease agreement attached hereto and incorporated by reference hereby:

Passed, Approved and Adopted this _____ day of February 2018.

MAYOR TONITA GURULÉ-GIRÓN

ATTEST:

CASANDRA FRESQUEZ, CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY ONLY

CITY ATTORNEY

Item #4

Resolution No. 18-12 to amend the City of Las Vegas Housing Authority's Admissions and Continued Occupancy Policy (ACOP), to include Crime Free Requirements for Residents Living in Public Housing.

**CITY OF LAS VEGAS HOUSING AUTHORITY
RESOLUTION NO. 18-12**

A RESOLUTION AMENDING THE CITY OF LAS VEGAS HOUSING AUTHORITY'S ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP), CHAPTER 13 SECTION 13-II.F AND 13-II.G.

WHEREAS, the Las Vegas Housing Authority (LVHA) is required to adhere to all Federal Regulations and Notices Published regarding Public Housing; and

WHEREAS, 24 CFR 960.204 provides guidance as to policies and procedures Housing Authorities must adhere to and;

WHEREAS, Notice 2015-19 also gives guidance as to how to Housing Authorities should distinguish between application denials and lease termination in regards to criminal backgrounds; and

THEREFORE, Be it Resolved, by the Board of Commissioners of the Housing Authority of the City of Las Vegas, that it accepts and approves this Resolution and the attached revised ACOP, Methamphetamine Manufacturing in Public Housing 13-II.F and Sex Offenders Registration 13.II.G.

Passed, Approved and Adopted this _____ day of February 2018.

MAYOR TONITA GURULÉ-GIRÓN

ATTEST:

CASANDRA FRESQUEZ, CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY ONLY

CITY ATTORNEY

Item #5

Resolution No. 18-10 to adopt the Las Vegas Housing Authority's Income Targeting Requirements Policy and Procedures.

**CITY OF LAS VEGAS HOUSING AUTHORITY
RESOLUTION NO. 18-10**

A RESOLUTION ADOPTING THE LAS LEGAS HOUSING AUTHORITY'S INCOME TARGETING REQUIREMENT POLICY AND PROCEDURES

WHEREAS, the Las Vegas Housing Authority ("LVHA") mission is to provide safe, adequate, and affordable housing to low-income families, in an environment that fosters cultural preservation , self-sufficiency and community pride; and

WHEREAS, the LVHA has adopted a statement of policies governing Admissions and Continued Occupancy Policy (ACOP) of its federally aided low rent public housing units; and

WHEREAS, the LVHA also has to abide by federal regulatory requirements, 24CFR 906.202(b) requires that extremely low-income (ELI) families make up at least 40% of the families admitted to public housing during the LVHA's fiscal year; and

WHEREAS, the LVHA has developed an Income Targeting Requirement Policy and Procedure; and

THEREFORE, Be it Resolved, by the Board of Commissioners of the Housing Authority of the City of Las Vegas that it accepts and approves this Resolution and the attached Policy and Procedure:

Passed, Approved and Adopted this _____ day of February 2018.

MAYOR TONITA GURULÉ-GIRÓN

ATTEST:

CASANDRA FRESQUEZ, CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY ONLY

CITY ATTORNEY

Item #6

Resolution No. 18-08 to adopt the Las Vegas Housing Authority's Utility Allowance Schedule.

**CITY OF LAS VEGAS HOUSING AUTHORITY
RESOLUTION NO. 18-08**

**A RESOLUTION ADOPTING THE LAS LEGAS HOUSING AUTHORITY'S UTILITY ALLOWANCE
SCHEDULE**

WHEREAS, the Las Vegas Housing Authority is relied upon for the annual review and establishment of Utility Allowances for tenant paid utilities; and

WHEREAS, the Las Vegas Housing Authority has adopted a statement of policies governing Admissions and Continued Occupancy Policy (ACOP) of its federally aided low rent public housing units; and

WHEREAS, the Las Vegas Housing Authority is required to review the schedules for tenant paid utilities set forth in the aforementioned policy documents on an annual basis and update them if necessary; and

WHEREAS, the Las Vegas Housing Authority's Utility Allowance Schedule will be used in the operation of affordable rental housing programs/units within its jurisdiction, a copy of which is attached hereto; and

THEREFORE, Be it Resolved, by the Board of Commissioners of the Housing Authority of the City of Las Vegas, that it accepts and approves this resolution and the attached schedule:

Passed, Approved and Adopted this _____ day of February 2018.

MAYOR TONITA GURULÉ-GIRÓN

ATTEST:

CASANDRA FRESQUEZ, CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY ONLY

CITY ATTORNEY

Item #7

Resolution No. 18-09 to adopt the City of Las Vegas Housing Authority's Flat Rent Schedule for Residents Living in Public Housing.

**CITY OF LAS VEGAS HOUSING AUTHORITY
RESOLUTION NO. 18-09**

A RESOLUTION ADOPTING THE LAS LEGAS HOUSING AUTHORITY'S FLAT RENTS

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 (QHWRA) Section 523, establishes Family Choice of rental payment, effective September 1, 1999; and

WHEREAS, each Public Housing Authority (PHA) must adopt a policy that gives Residents the choice between two types of rent payment – a flat rent or an income-based rent; and

WHEREAS, the City of Las Vegas Housing Authority has adopted Flat Rents in accordance with PHI Notice 2017-23; and

WHEREAS, the Las Vegas Housing Authority's Utility Allowance Schedule will be used in the operation of affordable rental housing programs/units within its jurisdiction, a copy of which is attached hereto; and

THEREFORE, Be it Resolved, by the Board of Commissioners of the Housing Authority of the City of Las Vegas, that it accepts and approves this resolution and the attached schedule:

Passed, Approved and Adopted this _____ day of February 2018.

MAYOR TONITA GURULÉ-GIRÓN

ATTEST:

CASANDRA FRESQUEZ, CITY CLERK

APPROVED AS TO LEGAL SUFFICIENCY ONLY

CITY ATTORNEY

Item #8

Replacement Housing Factor Funds (RHFF) 2016 and 2017.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner Barbara Casey	Yes
Commissioner David Romero	Yes
Commissioner Ember Davis	Yes
Commissioner Vince Howell	Yes
Commissioner David Ulibarri Jr.	Yes

Barbara Padilla re-read the motion and advised the motion carried.

COMMISSIONERS REPORT

Commissioner Howell asked if there is an Annual Contribution Contract (ACC) that we have with HUD. Interim Director Padilla asked Finance Specialist, Natasha Martinez-Padilla to respond. Mrs. Martinez-Padilla stated, yes, the ACC is what the City of Las Vegas has with HUD. This contract itself is what binds the City and HUD together. The ACC is the contract that has the Housing Authority as part of the City. Commissioner Howell asked if this contract gives the responsibilities to both the City and the Housing Authority. Mrs. Martinez-Padilla explained it gives the responsibility of the Housing Authority to the City. Madam Chair Gurulé-Girón stated it is primarily fiscal, correct? Mrs. Martinez-Padilla stated it is managerial and fiscal. Madam Chair Gurulé-Girón stated if that is the case, then why is it that Mandy (Griego) continues to get involved in the managerial aspect of Housing. Mrs. Martinez-Padilla stated she thinks it is more of compliance than a managerial aspect that she is getting involved in. Madam Chair Gurulé-Girón stated, not based on the memorandums she's read.

Commissioner Howell asked if the Commission can get a copy of the ACC. Mrs. Martinez-Padilla stated she can look into it. She believes the initial contract was done in 1967, and was updated with each Turn Key Project. She will ask when the last one was done and recorded. She stated the ACC is signed and amended every year for the Capital Fund.

Commissioner Casey stated the contract is very old and asked, is there anything anywhere saying it should be reviewed every five years or two years? Mrs. Martinez-Padilla stated she is not sure on that. There are components of the contract that get reviewed every year, which goes to the Chairman and that is for the Capital Fund amount that comes in every year. She stated, as far as when the contract comes in, who receives it, or how it works, she cannot answer that right now, but can research it and get back to the Commission. Commissioner Casey stated that would be a really good idea because they have not seen the contract and do not know what it says. It is difficult to be in compliance with the contract not having seen it. Madam Chair Gurulé-Girón stated she does not believe we are out of compliance with the ACC because it has not been raised as corrective action. Commissioner Casey stated though it is not a finding, if they don't know

what it is that they are supposed to be doing every year, it's difficult to know what to expect. Madam Chair Gurulé-Girón asked Interim City Manager, Ann Marie Gallegos if she is familiar with the ACC. Mrs. Gallegos stated, no she is not, and has not seen a current contract. She does not remember seeing a contract since years ago. Madam Chair Gurulé-Girón stated what she believes it does, is give the City of Las Vegas fiscal responsibility. She's not certain about the administrative functions, but if that is the case, we have to review that. She stated at this time the City makes about a \$500,000 commitment yearly. Interim City Manager Gallegos stated the City owes the Housing. Madam Chair Gurulé-Girón asked, what is the responsibility, in addition to what the City owes. Mrs. Gallegos stated we have the fiscal responsibility because the City takes care of Housing's fiscal responsibilities. As far as administration, she believes that the Director of Housing would be the first person as far as the administrative part of it.

Commissioner Vince Howell stated the Lead the Way Training states that the ACC does describe the responsibility of this Commission as not only finances, but management, and physical inspection. He stated that they, as a Commission are responsible to ensure that the residents of Housing are in a clean, sanitized situation, and they are accountable for that. He stated that is why he was asking about the ACC.

EXECUTIVE SESSION/CLOSED SESSION

No need for Executive Session

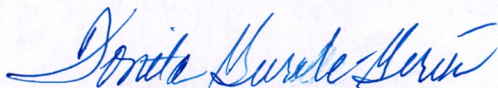
ADJOURN

Commissioner Barbara Casey made a motion to adjourn the meeting. Commissioner David Romero seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

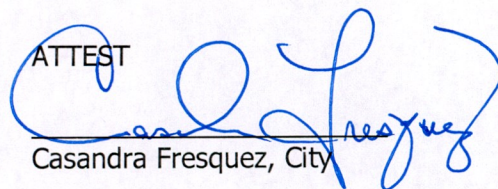
Commissioner Vince Howell	Yes
Commissioner Ember Davis	Yes
Commissioner David Romero	Yes
Commissioner Barbara Casey	Yes
Commissioner David Ulibarri Jr.	Yes

Barbara Padilla re-read the motion and advised the motion carried.



Madam Chair Tonita Gurulé-Girón

ATTEST



Casandra Fresquez, City